

# eMARS User Group Meeting

## April 25, 2013



**Kentucky**  
UNBRIDLED SPIRIT™

# Agenda

**Opening Remarks**

**Ethnic Minority Vendors**

**EO1s**

**Year-End Reminders**

**PunchOut Demo**

**Q & A**

Barbara Aldridge-Montfort

Don Speer/Joan Graham

Don Speer/Joan Graham

Barbara Aldridge-Montfort

Barbara Aldridge-Montfort



# ETHNIC MINORITY BUSINESS SMALL PURCHASES REPORTING

# Measures of Success

- Success =
  - ↑ Minority business registration in eMARS
  - ↑ Quotes issued to ethnic minority businesses
  - ↑ Quotes received from ethnic minority businesses
  - ↑ Number of contracts with ethnic minority businesses
  - ↑ Dollars spent with ethnic minority businesses

# Procedure – RFQ vs. Email/Fax

Agencies may choose to complete the RFQ process through SRW & EV to contract award

OR request quotes from the vendors via email or fax & complete stand-alone award

# Reports

- The Office of Procurement Services must submit quarterly reports to the Governor's Office of Minority Empowerment.
- OPS can only generate eMARS reports when the RFQ process is completed through SR/SRW to Award.
- Agencies choosing not to complete the RFQ process through Award must submit quarterly reports to the Office of Procurement Services.

# Reports

- The reporting form will be available on the Office of Procurement Services website  
<http://finance.ky.gov/offices/controller/Pages/ops.aspx>
- Agencies submitting reports will email them quarterly to [OPS.Reporting@ky.gov](mailto:OPS.Reporting@ky.gov).





# Report Template

Quarter:	4th (April 1 - June 30, 2013)							
Cabinet:	Finance							
Department/Agency:	Procurement Services							
Issuer ID and Name	Award Date	Complete Award Document ID	Award Document Description	Total Number of Vendors Solicited	Total Number of Bid Responses	Total Number of Ethnic Minority Vendors Solicited	Total Ethnic Minority Bid Responses	Award to Ethnic Minority Vendor? Yes/No
NXS0015 - Shelby Luby	4/5/2013	CT2-758-1300000799	Pest Control		10		2	No
MWW0041 - Richard Mize	4/12/2013	CT-660-1300000812	Worms for Fish Pond		5		1	Yes
MHV0637 - Jane Stamper	4/15/2013	PO-035-1300000233	KY Proud Bags		3		0	No
MPS0012 - Debbie Mathews	4/19/2013	PO-074-1300000255	Tent Rental		4		0	No
MZX0029 - Mike Gustafson	4/4/2013	PO2-527-1300000542	Range Repair		3		1	Yes



# Reminder - Cited Authority

- Award documents must use one of the newly established cited authorities:

KRS45A.100-RFQ(M)-G or KRS45A.100-RFQ(M)-S

	<u>Cited Authority</u>	<u>Document Code</u>	<u>Doc Dept</u>	<u>Procurement Type ID</u>	Description	Effective From	Effective To
✓	KRS45A.100-RFQ(M)-G	PO	ALL	24	RFQ - Small Purchase with Minority Vendor Consideration	10/01/2012	01/01/2020
	KRS45A.100-RFQ(M)-S	PO2	ALL	25	RFQ - Small Purchase with Minority Vendor Consideration	10/01/2012	01/01/2020
	KRS45A.100-RFQ(M)-G	PRC	ALL		RFQ - Small Purchase with Minority Vendor Consideration	10/01/2012	01/01/2020
	KRS45A.100-RFQ(M)-S	PRC	ALL		RFQ - Small Purchase with Minority Vendor Consideration	10/01/2012	01/01/2020

# Reminder - Determination & Finding

DETERMINATION AND FINDING FOR SMALL PURCHASE (ETHNIC MINORITY BUSINESS PROCESS)						
VENDOR LEGAL NAME & ADDRESS	ALIAS/DBA	ETHNIC MINORITY BUSINESS(S)? IF YES, PLEASE LIST. IF NO, PLEASE ENTER NONE.	<i>If Registered in eMARS provide Vendor Customer Code</i>	CONTACT NAME	CONTACT TYPE INFORMATION (Phone Number, Fax Number, Email Address)	ENTER VENDOR PRICE OR NO RESPONSE
New Age Communications - 125 State Street, Frankfort, KY		Minority Business Enterprise (MBE) certified by the Tri-State Minority Supplier Development Council or an affiliated NMSDC		Tawana Bain	Phone: 502/365-2202	1255.00
Promotions Plus - 456 Main Street, Louisville, KY		NONE		Dave Tannenbaum	Fax: 440/582-2855	1350.00
PaperDirect - 789 Second Avenue, Paducah, KY		NONE		Adam Hooper	<a href="mailto:volumesales@paperdirect.com">volumesales@paperdirect.com</a>	1425.00
Hall's Graphics - 159 Phillips Square Drive, Wilmore, KY		Minority Business Enterprise (MBE) and Black or African American		John Hall, Sr.	Fax: 513/659-6326	1210.00
Sheppard Apparel LLC - 357 Hopper Drive, Philadelphia, PA	15 Inc	NONE		Jeff Sheppard	<a href="mailto:jeff@15inc.com">jeff@15inc.com</a>	1500.00
DATE QUOTE REQUESTED	12/19/2012					
DATE QUOTE DUE	12/21/2012					
IF NO MINORITY VENDORS WERE FOUND ENTER JUSTIFICATION						
JUSTIFICATION FOR AWARD:	Lowest price and quickest delivery					
SUCCESSFUL VENDOR & PRICE:	Hall's Graphics - \$1210.00					

# EO1 REMINDERS

## *The Forgotten Fields*


# Completing the EO1


Executive Order Form(EO1) Dept: 758 ID: 13000000309 Ver.: 1 Function: New Phase: Draft Modified by PZV0008 , 10/03/2012


Header


General Information Purpose and Justification For Agency Use Document Information


Requesting Department: Office Of The Controller


Requestor ID: 


Short Description: 

Type of Request: 


Procurement Method: 


Is this Item a Replacement?: 


What will happen to the replaced item?: 

What Document is requested?: 

Vendor: TBD


Funding Source: 


Percentage of Each Funding Source: 


Record Date: 


Requestor Name:

Requestor Phone Number:


New or Expanded?: 

Cost: 

Is Cost an Estimate or Actual?: 

If so, Asset Tag#: 

If on Contract, Give Contract #:

Program Code: 

If Federal, give CFDA Number:

FAC approval of a Request Form means the review required by the Executive C authorized to begin the procurement process. Agencies must procure these ite administrative regulations, and statutes. Special authority requests, delegation through this review- identifying the procurement method is for the Committee's approval for specific methods of procurement. Funding source must be in accordance to GOFM policies, regulations and statutes.

I certify by submitting this form electronically, that an original, signed by the Cabinet Secretary or authorized agency head, is maintained at the agency level. If the agency head applies an electronic approval it is not necessary to maintain the signed original on file. In addition, the agency has considered the guidance provided by the Personnel Cabinet regarding the distinction between an employee and an independent contractor before making this request, where applicable.

Edit Copy Validate Submit Discard

Print Processing Workflow File Close

**Completing the EO1 with accurate data will expedite the approval of your EO1. From an auditing perspective , accurate documents are essential.**

# Complete All EO1 Fields Accurately

Document Request Type		Suggested Procurement Method(s)	Assumption
1	One Time Purchase (POX, CTX)	Submit Requisition or Special Authority or Emergency or Agency Authority (when within Agency Small Purchase Authority)	Vendor is not known therefore TBD in Vendor field is appropriate. If using Agency Authority because the procurement is a small purchase, include the Vendor name.
2	Master Agreement (MA)	Submit Requisition and Modify Existing Contract	Vendor and Contract Number is known and should be populated on EO1. If Submit Requisition is the Suggested Procurement Type then TBD is appropriate for Vendor.
3	MOA (PO2, PON2)	Agency Authority	Vendor and Contract Number is known and should be populated on EO1
4	Personal Service Contract (PON2)	Agency to Issue RFP or Exemption or Modify an Existing Contract	Vendor may or may not be known depending on Procurement Method
5	Delivery Order (DO)	Order from Existing Contract	Vendor and Contract Number is known and should be populated on EO1
6	Payment Document (PRC)	Order from Existing Contract or Special Authority	Vendor and Contract Number, if on existing contract, is known and should be populated on EO1
7	Blanket Waiver	Various	

# Special Authority

- Remember that when you select Special Authority as the Procurement Method you are stating that the procurement is exempt from competitive bidding based on:
  - Sole Source - **FAP111-08-00**
  - Specified by Law or Regulation - **FAP111-09-00**
  - Not Practicable or Feasible to Bid - **FAP111-10-00**
- Selecting Special Authority requires compliance with the appropriate FAP.

# Required Affidavit for Bidders, Offerors, and Contractors



# Affidavit Update

- Effective May 1, 2013, the executed and notarized Required Affidavit for Bidders, Offerors and Contractors must be attached to the header of Agency PO's and PO2's.
- Attaching the Affidavit will facilitate the auditing process and the document review/approval process.



# Questions



# Year-End Reminders



# Closing Memo

➤ Fiscal Year 2013 Closing Memo posted at:

<http://finance.ky.gov/services/statewideacct/Pages/yearendsupport.aspx>



# Physical Inventory

- FY 2013 Annual Physical Inventory due to the Office of the Controller Friday, May 31, 2013
  - Notify Auditor of Public Accounts Office (APA) 10 days prior to conducting inventory
  - FY 2013 is Real Property inventory year
    - Buildings, Land, Improvements Easements or other Intangibles should be included in inventory along with equipment and vehicles.
  - Compare vehicles listed in eMARS to those carried on your Agency's insurance report
    - Fixed Assets – Vehicles report within infoAdvantage
  - Contact the Office of the Controller with questions: 502-564-2210

# New Year Table Initialization (NYTI)

- Occurs Thursday, May 9, 2013
- Creates FY14 records for all **ACTIVE** chart of account elements
- Effective dates on FY14 records will be blank
- Clean Up
  - Add Effective dates to FY14 records if applicable
  - Any records added to FY13 after May 10 will need to be added to FY14 if applicable

# New Year Contracts

## New Year (FY2014) Contracts



- Do NOT enter the Fiscal Year (2014) on contracts created for the new year until after May 9, 2013
- Use PR07 Event Type on contracts until agency budgets are loaded in June



# Encumbrance Clean Up



Clean up **all** unnecessary encumbrances

—2302 Outstanding  
*Encumbrance Report*

# PunchOut



# What is PunchOut ?

- PunchOut is a new way for suppliers to offer the Commonwealth access to their products on contact
- PunchOut will streamline the procurement process from the OPS Buyer to the end user placing the order
- eMARS users will initiate shopping from within eMARS using a supplier web portal that displays contract items and prices

# Catalog PunchOut Benefits

- Orders are entered directly into the suppliers' systems resulting in faster delivery
- No need to fax or email DO documents to supplier
  - An electronic order will be delivered to the punch-out enabled vendor
- Streamlined procurement process
- Less chance of errors
- Consistent and reliable pricing and product information
- Real-time inventory information

# Questions

